

**COMMISSION
AWARDS COMMITTEE
Council on Lifestyle and Cardiometabolic Health**

NUMBER OF MEMBERS: 8 -10 Members

The Committee shall consist of a Chair, the number of members needed to chair each of the Award Selection Committees and the Chair of the Council as an ex-officio member. The Chair shall serve as a member of the Nominating and Awards Committee.

METHOD OF APPOINTMENT: Members will be appointed by the Chair of the Council in consultation with the Vice Chair, Immediate Past Chair and the Nominating and Awards Committee and Awards Sub-Committee Chairs, as needed

TERM OF OFFICE: Members shall serve two-year terms beginning July 1st and ending June 30th and shall be staggered for continuity.

FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 2-3 times per year, as needed for NPAM specialty conference or Scientific Sessions awards. The members and their respective chair will have 1-2 teleconferences to select award winners and this teleconference typically takes place toward the middle of June to end of July. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.

RESPONSIBILITIES:

Committee Responsibilities:

- Oversee development and maintenance of, and adherence to, the awards conflict of interest policy.
- Oversee policy and procedures for appointing selection for each award, coordinating with the guidelines set by the Committee on Scientific Councils.
- Oversee criteria, procedures and timelines for awards and lectures.
- Review requests for new awards and/or lectures and make recommendations to Leadership Committee
- Make recommendations for changes to award and/or lecture policies to Leadership Committee.
- Act as NPAM Young Investigator Award Selection Committee (Scientific Sessions)

Awards Selection Committee Chair Responsibilities:

- Review award applicants and selection pool to avoid conflicts of interest.
- Preside over Selection Committee meetings, working with AHA staff to schedule and prepare agendas.
- Provide guidance and orientation to selection pool regarding procedures and criteria for the award.

- Communicate results to staff and awards Sub-Committee Chair, as needed.
- Provide guidance as needed to the selection of alternate sub-award committee members in situations of conflict of interest that may arise after both chair and member sub-committee selection.

Award Committee Chair Responsibilities:

- Attend Nominating, Leadership and Awards Committee meetings, presenting reports.
- Provide guidance and orientation of Committee members.
- Oversee development and provision of materials needed to handle Committee's charge.
- Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
- Review and edit minutes of meetings, as needed.